
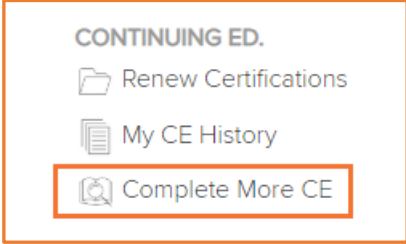
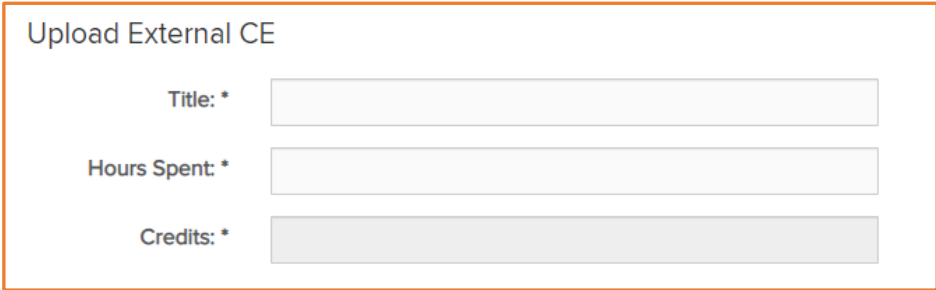
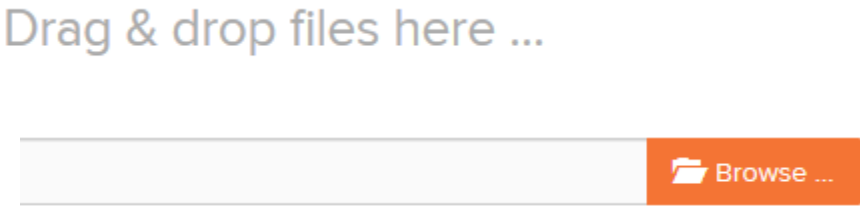
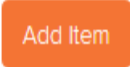


<p>Step 1: Log into your Candidate account at NHANOW.com.</p>	
<p>Step 2: Select Complete More CE from the left-hand side of the screen.</p>	
<p>Step 3: Under Upload External CE.</p> <ul style="list-style-type: none"> Fill in the requested information of Title, Hours Spent and Credits. 	
<p>Step 4: Provide Documentation.</p> <ul style="list-style-type: none"> Drag and drop files Or Browse and Upload files. 	
<p>Step 5: Attach your documentation.</p> <ul style="list-style-type: none"> Be sure that you have uploaded all relevant CE's and they add up to the required amount before recertifying. Add Item will automatically attach your CE's to your profile. 	<p>NHA reviews external programs based on the following criteria: documentation shows that the external program meets any or all of the criteria, the program will equal half the number of hours in attendance (for example: 20 hours is equal to 10 credits).</p> <p>(*) denotes a required field</p> 

For additional questions, contact us via [Live Chat](#) at nhanow.com.